

<b>Job Title</b>	BI and GIS Manager		
<b>Job Number</b>		<b>Preparation date</b>	February 2020
<b>Grade (if known)</b>		<b>Revision date</b>	
<b>Directorate</b>	Corporate Services		
<b>Business Unit /Section</b>	IT Services		
<b>Responsible to (job title)</b>	IT Manager		
<b>Responsible for total number of direct reports</b>	2	<b>Responsible for total number of staff managed</b>	2
<b>Main purpose of job</b>			
<ol style="list-style-type: none"> <li>1. Management and proactive development of the corporate GIS function to ensure the council utilises its spatial data for the enhancement of services and in support of the delivery of the councils Digital Programme</li> <li>2. Management, development and delivery of the councils Business intelligence function to provide high quality data and insight to decision makers.</li> </ol>			
<b>Main responsibilities</b>			
<ol style="list-style-type: none"> <li>1. Manage the GIS and BI analyst staff for day to day and project related activity.</li> <li>2. Collaborate with senior stakeholders to define a data vision and strategy, with the responsibility to design, develop, and implement supporting technology solutions.</li> <li>3. Liaise with the in-house GIS and Data users to support the continuous improvement of the systems in use, and to ensure that GIS and wider data sets are integrated wherever possible.</li> <li>4. Be responsible for ensuring that data sets for GIS and BI are up to date and relevant, including layer properties, layouts etc..</li> <li>5. Assist in-house teams in the production of data for reports to support council activities and any other relevant business requirements.</li> <li>6. Manage and develop the Bi and GIS software application portfolio (ArcGIS, ArcGIS Online, FME, IDOX Uniform Spatial, Oracle, SQL, PowerBI etc..)</li> <li>7. Analyse complex spatial and other data to support decision makers and service teams.</li> <li>8. Manage the BI/GIS technical architecture, ensuring that it meets user requirements and is fit for purpose.</li> </ol>			
<b>Key tasks</b>			
<ol style="list-style-type: none"> <li>1. Manage, lead, and coach the GIS and BI team, giving direction, support and motivation.</li> <li>2. Provide expert advice and support to IT Management and Service Managers regarding the use of GIS and Business Intelligence.</li> <li>3. Lead the development of standards and controls for BI and GIS datasets and related attribute information. This is to include, development standards, testing regimes,</li> </ol>			

release protocols related to BI and GIS.

4. Ensure you are up to date with key technologies and industry advancements with regards to GIS and BI to enable the council to ensure it is continually improving the environments.
5. Set up and manage an internal GIS group to ensure that data is owned, up to date and reviewed, managing any disputes at ensure a successful outcome for stakeholders.
6. Ensure that GIS and BI are highly available for all users and that there is a sufficiently robust environment for use with Emergency Planning.
7. Ensure that Service Teams are well trained in GIS and BI environments and dashboard use.
8. Liaise with the councils Information Governance Team to ensure that the council is adhering and expanding on its requirements for information publication.
9. Review performance and develop team members through the appraisal process and set future performance goals and training requirements.
10. To identify potential areas of improvement including process, configuration of technology and to evaluate technology and solutions to ensure that best value services are maintained.
11. Undertake such work as the Head of Transformation and Improvement and/or IT Manager may determine is compatible with the responsibility levels of the post.

**Essential User**

No

**Special features and/or equipment**  
(anything 'out of the norm')

24 month contract

*This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.*